HQWeb Meeting 4 Apr 01

Agenda

- Tasker Implementation / Training Schedule
- Hardware
  - Scanners
  - Production servers
- Business Rules
  - Routing
- Improvements

Taskers Implementation

Tasker System Implementation Week

N4	Complete
N3/N5	Complete
N6 / N8	2 Apr 01
N096	9 Apr 01
N2 / N7	9 Apr 01
N1 /N097	16 Apr 01
N09B,91,93,95	7 May 01
N00 & N09	14 May 01

Training Schedule

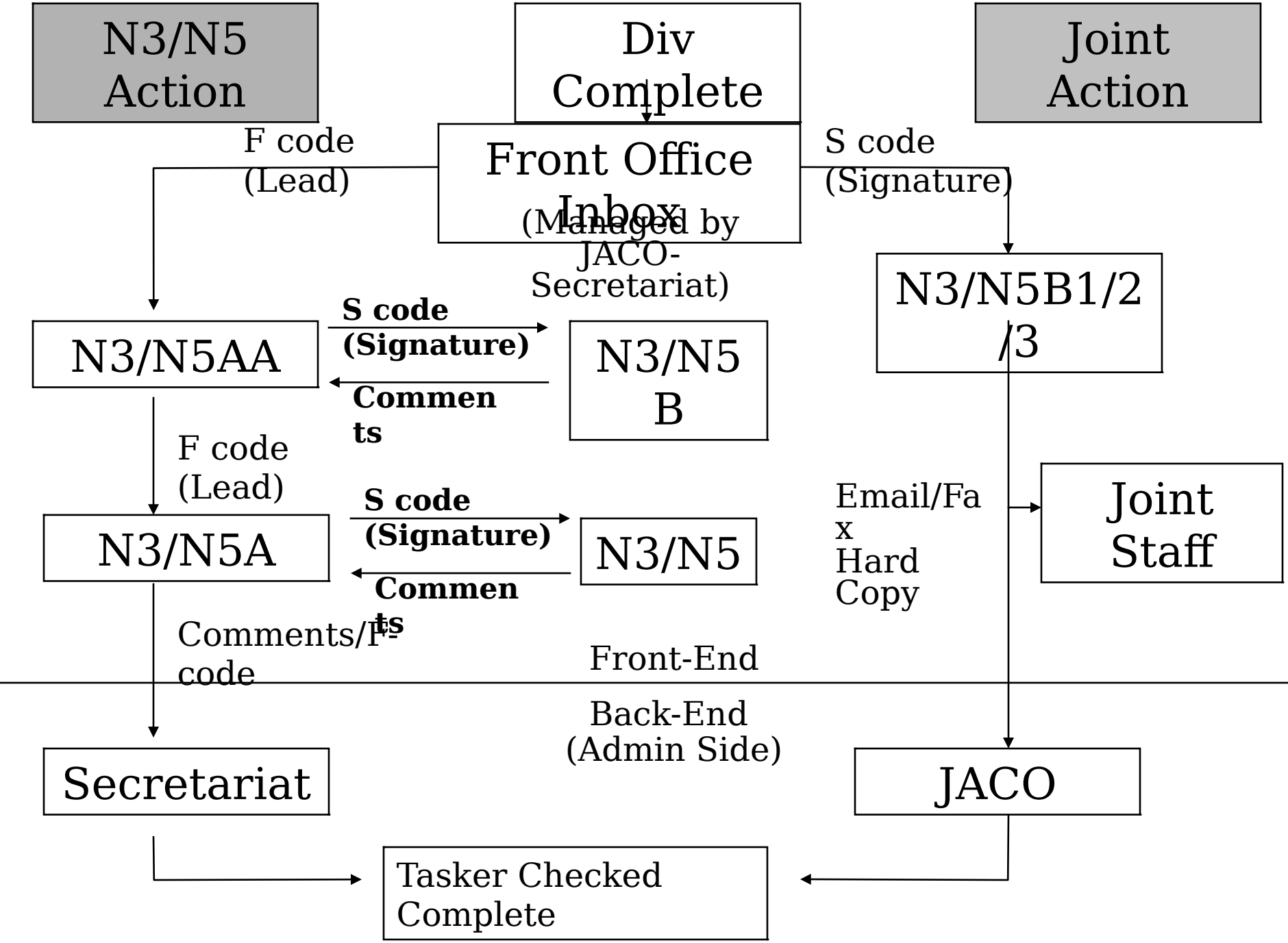
When	Who	What	Where
2 & 3 April	0800, 0900, 1000, 1100	DON-CIO	Phase I & II	PT N4 Conference Rm.
Tue, 3 April	1300	N77	Phase I & II	PT – Silver Conf Rm – Suite 4000
Fri, 6 April	0900	N77	Phase I & II	PT – Silver Conf Rm – Suite 4000
Tue, 10 April	1300	N77	Phase I & II	PT – Silver Conf Rm – Suite 4000
Mon, 9 April	0900, 1000, 1100	N1 & N097	Phase II	Rm 2628, Navy Annex
Wed, 11 April	1300, 1400, 1500	N1 & N097	Phase II	Rm 2628, Navy Annex
Tue, 10 April – Fri, 13 April	TBD	N09B, N091, N093, N095	Phase II	Command Center Auditorium (N3/N5)
Thur, 12 April – 4 May	TBD	N00, N09	Phase II	Command Center Auditorium (N3/N5)
30 Apr – 4 May				
14 – 18 May				

Tasker Goals

- **Quickly deliver the tasking and all related documents to the Action Officer in electronic form**
- **Provide visibility into the progress of the task to all interested parties anytime and anywhere**
- **Automatically document the history of the task and archive the results for future use**

Taskers

- **N3/N5 Lessons Learned**
  - **Routing within the front office**
  - **Use of Adobe Acrobat**


N3/N5 Action
Div Complete
Joint Action
F code (Lead)
Front Office Inbox
(Managed by JACO-Secretariat)
S code (Signature)
N3/N5AA
S code (Signature)
Comments
N3/N5 B
N3/N5B1/2/3
F code (Lead)
N3/N5A
S code (Signature)
Comments
N3/N5
Email/Fax Hard Copy
Joint Staff
Comments/F-code
Front-End
Back-End (Admin Side)
Secretariat
JACO
Tasker Checked Complete

Front Office Inbox

- **Tasker checked complete by Division Head routed to Front Office Inbox**
- **JACO/Secretariat directs tasker to N3N5AA or Planner using “F” (Lead) code and name**
- **Tasker is reviewed and forwarded to the next level by reassigning F code. (See Flow chart)**
- **Process is repeated until final chop. Final chop level is assigned an “S” (Signature) code by next lower level and enters approval in Comments section.**
- **Tasker is reassigned to JACO/Secretariat to check complete.**

Long-term solution (May/June)

- [x] AO Complete
- [x] Branch Complete
- [x] Division Complete
- [x] JACO
- [x] Secretariat
- [x] N3/N5AA
- [ ] N3/N5A
- [ ] N3/N5
- [ ] Tasker Complete

Other Issues

- Front Office Email terminating paper routing
- Purpose Codes
- ESM's unnecessary with tasker form
- Merge DONPIC into CTTA
- Assignment of JACO's by CTTA
  - JACO personnel would still receive outgoing packages from divisions for approval and route as necessary to Planners/OPSDEP/DEPOPSDEP.

Hardware

- **Scanners**
  - **Pick-up / Installation (POC LT Eric Cranford)**
  - **Procedure**
- **Servers**
  - **Production servers in the Pentagon**
  - **Classified Servers including Quickplace (http://198.250.24.59/quickplace)**

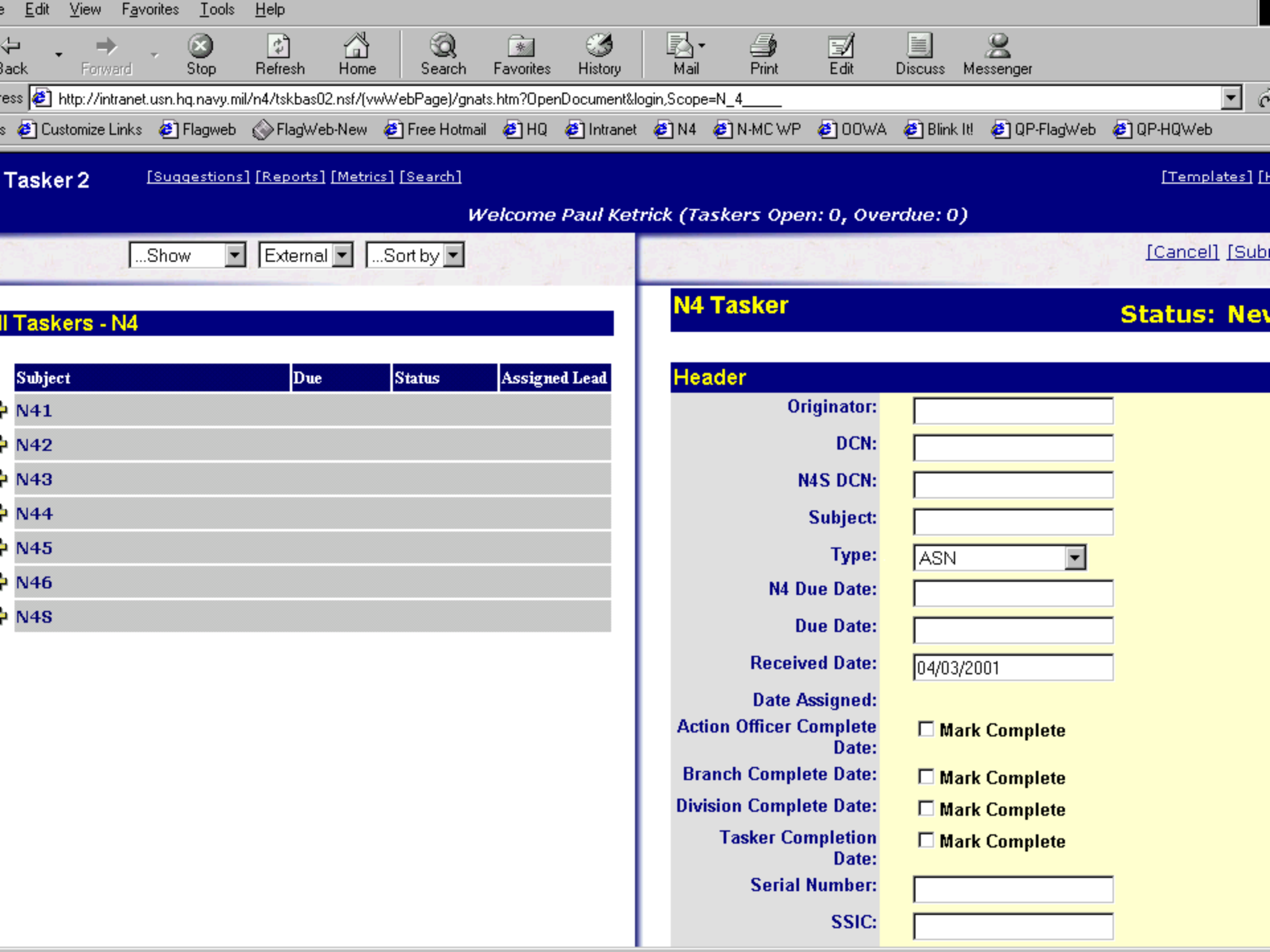
FAQs / Online Tutorial

- Finding people / expertise
- Access rules
- Public vs. OPNAV libraries
- How archives work
- Deployment Coordinators and Content Managers
- Impact of NMCI
- Integration with SECNAV and HQMC

TASKERS

- Difference between internal and external Tasker
- Tasker management / notification / assignment
- Tasker status

	EXTERNAL TASKERS	INTERNAL TASKERS
Origin	Tasker comes from **outside** of the Directorate	Tasker comes from **within** the Directorate
Visibility	Visible to **all OPNAV**. Other Directorates cannot view an external tasker unless they are a part of the tasking.	Visible to only those **within the Division.** If multiple divisions are tasked, visibility extends to all divisions involved
Tasking	Ability to task **multiple Directorates** within OPNAV	Ability to task only **within your own Directorate**
Reports	Listed on Tasker Reports menu, i.e., “All Taskers”, “Due Today”, “Due This Week”, “Overdue”	Listed on Tasker Reports menu as “All Active **Internal** Taskers”
Purpose Codes	Has **Purpose Codes** to specify action required, if any, by each person in the Tasker Chain of Command	Has **no** Purpose Codes, but an Action is specified.
Tasking		Can be sent to individuals “**comments required**” or “**information only**”
Templates	Standard response **templates** available	**No** standard response templates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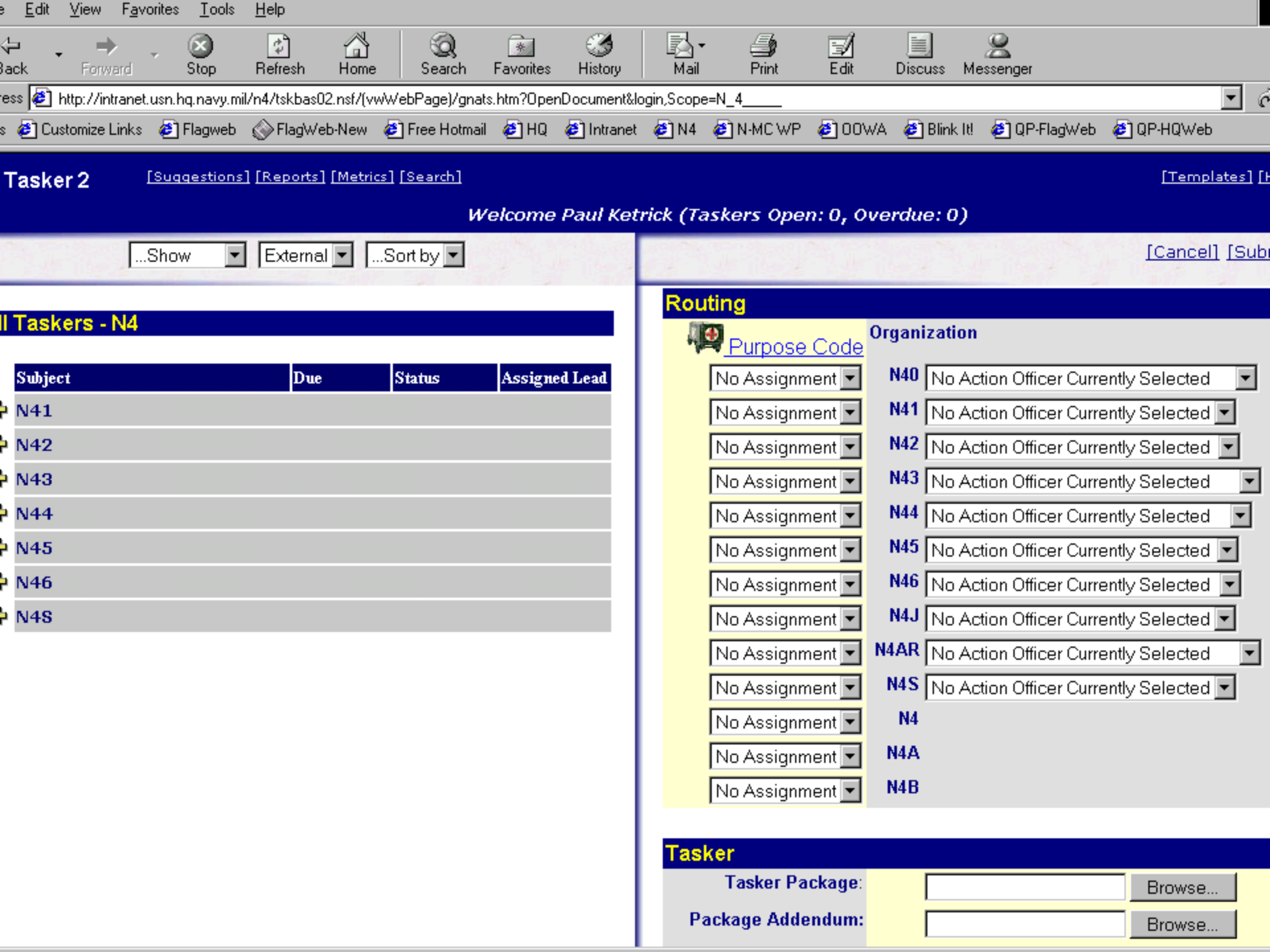
Tasker 2
[Suggestions] [Reports] [Metrics] [Search]
[Templates]
Welcome Paul Ketrick (Taskers Open: 0, Overdue: 0)
...Show
External
...Sort by
[Cancel] [Subm
ll Taskers - N4
Subject
Due
Status
Assigned Lead
N41
N42
N43
N44
N45
N46
N4S
N4 Tasker
Status: New
Header
Originator:
DCN:
N4S DCN:
Subject:
Type:
ASN
N4 Due Date:
Due Date:
Received Date:
04/03/2001
Date Assigned:
Action Officer Complete Date:
Mark Complete
Branch Complete Date:
Mark Complete
Division Complete Date:
Mark Complete
Tasker Completion Date:
Mark Complete
Serial Number:
SSIC: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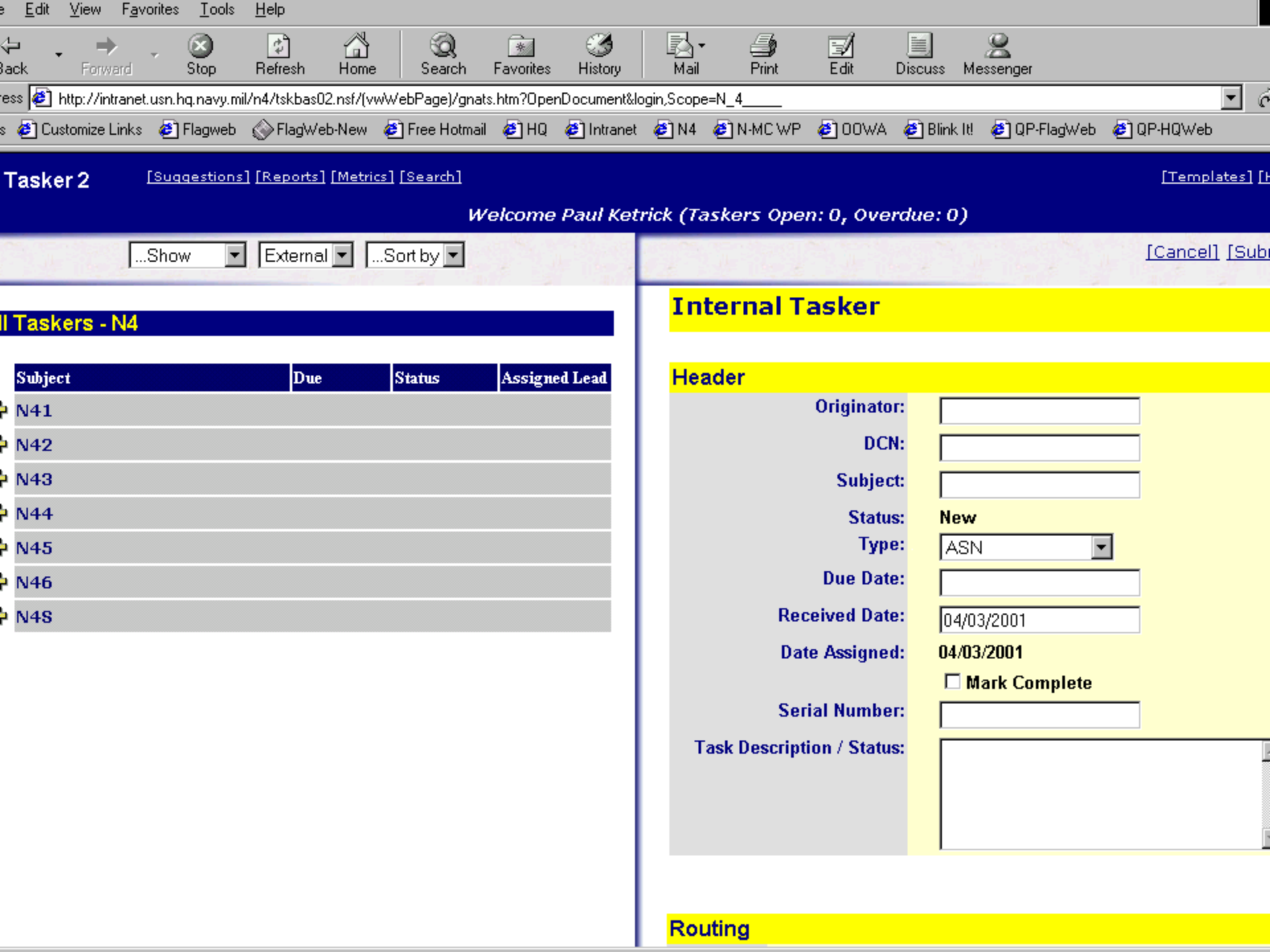
Subject
Due
Status
Assigned Lead
N41
N42
N43
N44
N45
N46
N4S
Routing
Purpose Code
Organization
No Assignment
N40
No Action Officer Currently Selected
N41
N42
N43
N44
N45
N46
N4J
N4AR
N4S
N4
N4A
N4B
Tasker
Tasker Package:
Package Addendum:
Browse...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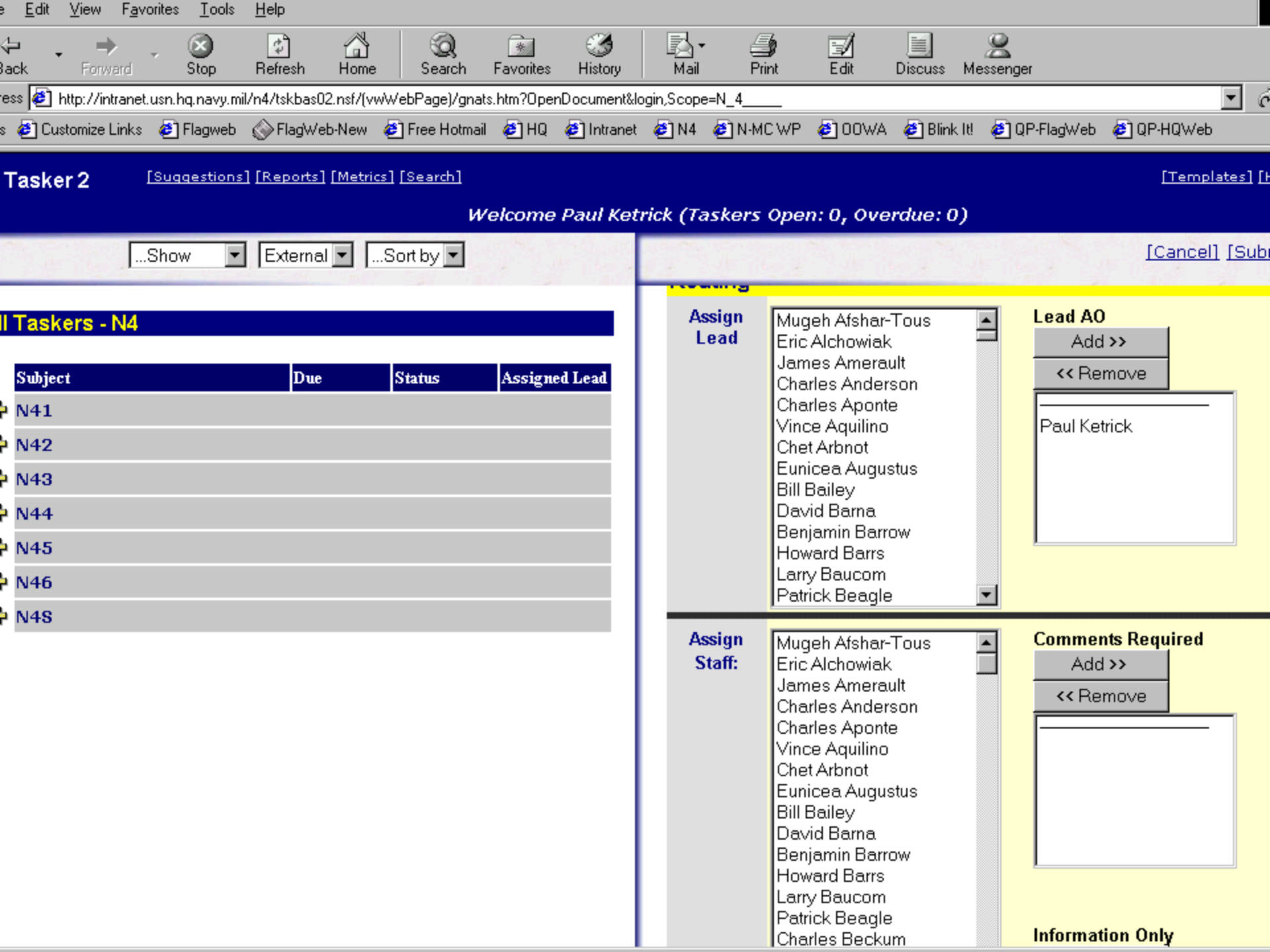
N41
N42
N43
N44
N45
N46
N48
Internal Tasker
Header
Originator:
DCN:
Subject:
Status:
New
Type:
ASN
Due Date:
Received Date:
04/03/2001
Date Assigned:
04/03/2001
Mark Complete
Serial Number:
Task Description / Status:
Routing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James Amerault
Charles Anderson
Charles Aponte
Vince Aquilino
Chet Arbnot
Eunicea Augustus
Bill Bailey
David Barna
Benjamin Barrow
Howard Barrs
Larry Baucom
Patrick Beagle
Lead AO
Add >>
<< Remove
Paul Ketrick
Assign Staff:
Mugeh Afshar-Tous
Eric Alchowiak
James Amerault
Charles Anderson
Charles Aponte
Vince Aquilino
Chet Arbnot
Eunicea Augustus
Bill Bailey
David Barna
Benjamin Barrow
Howard Barrs
Larry Baucom
Patrick Beagle
Charles Beckum
Comments Required
Add >>
<< Remove
Information Only

Site Improvements

- Site Navigation
  - Inter-Directorate
  - Refresh
  - Back
- Audience/Security Indicators
- Help Desk Information
- Main Page
- Site Disclaimer
- Link Disclaimer
- Guidelines for posting to public sites
- PKI and SSL
- Improved Search Capability
- Self Service Mission Page